

Office Memorandum • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED], Chief, Services Branch
 FROM : Chief, Property Control Division
 SUBJECT: Report of Operations Ending the Fiscal Year of June 1948

Report No. 006
 DATE: 29 June 1948
 NO CHANGE in Class.
☒ DECLASSIFIED
 Class. CHANGED TO: TS S C
 AUTH: DDA REG. 77/1763
 Date: 28 MAR 1978 By: 026

1. Status of Personnel:

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- a. Persons authorized.....
- b. Persons on duty.....
- c. Persons on sick leave.....
- d. Personnel actions awaiting security clearance.....

2. Major Accomplishments:

a. During the past month, several procedures pertaining to various phases of property accountability were established by this Division, i.e.:

(1) Issuance of Receipts to Responsible Officers: Foremen of moving crews were instructed, upon effecting transfers of property to stock, to stamp the notation, "RECEIVED SUBJECT TO FINAL INSPECTION," and sign the suspense copy of Form No. 36-24, Property Turn-In or Transfer Slip, retained by Responsible Officers. This procedure will enable Responsible Officers to render more adequate control over property under their jurisdiction.

(2) Receipts For Small Portable Items; Inclusive of maintaining informal records of property, Responsible Officers were instructed to obtain signed hand receipts for small portable items such as, cases, brief; pens, fountain, single and double (Schaffer or Parker); and Typewriters, portable from using individuals within their property jurisdiction. The above procedure will enable Responsible Officers to determine responsibility for such property which may become lost, destroyed, damaged, or stolen.

(3) Inventory of Non-Expendable Property Before and After Space Movements; Several Survey Reports, Form No. 36-18, received by the CIA Property Survey Board have indicated that property on survey was missing as a result of moves conducted by PBA moving crews. In order to determine responsibility for property missing as a result of such moves, Responsible Officers were instructed to conduct complete physical inventories prior to and after space movements have been effected. Discrepancies revealed by the inventories or damages resulting from such moves will be immediately reported to the Services Branch, ATTN: Property Control Division, for necessary investigative action.

(4) Submission of Work Orders to Property Control Division for Vehicles and Typewriters: Separate procedures, concurred in by Mr. [REDACTED], Chief, Transportation Division and Mr. E. A. [REDACTED] Acting Chief, Supply Division, relative to the submission of work orders to the Property Control Division, covering maintenance and repairs to Agency vehicles and typewriters have been established. Such work orders will indicate whether damage to vehicles or typewriters were rendered as such through fair wear and tear, or fault and neglect. Investigative action will be conducted by the Property Control Division on all reports covering damages to property through causes other than fair wear and tear.

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(5) Discontinuation of Consolidated Property Report, Form No. 36-22: Past experience disclosed the use of Form No. 36-22, Consolidated Property Report, has proven inadequate as a means for reporting monthly increases and decreases of property at [REDACTED] Installations. Therefore, in lieu of Form No. 36-22, Property Officers at Independent Installations will report changes in property accountability by submitting copies of each credit or debit voucher effecting the Stock Record Account to the Chief, Services Branch, ATTN: Property Control Division. All documents forwarded to Washington will bear voucher numbers and be maintained in numerical sequence by the Property Control Division.

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(6) Accounting For Expendable Supplies Transferred to Stock: As a result of a recent inventory of Expendable Supply Account No. 2, it was disclosed that large quantities of expendable supplies had been transferred to stock by using individuals, without initiation of appropriate transfer documents. Therefore the newly appointed Supply Officer was instructed to inventory each item received and to initiate, semi-monthly, Form No. 36-18, Report of Inventory Adjustment, indicating the nomenclature and quantities thereof. The above procedure will currently reflect total accountability of each item in stock and will lessen the necessity for procuring expendable supplies.

(7) Issuance of Property Passes [REDACTED] Warehouse Area; A procedure concurred in by Capt. [REDACTED], Communications Supply Officer, Supply Account No. 1; Mr. [REDACTED], Acting Chief, Supply Division; and Mr. [REDACTED], Chief, Physical Security Division, relative to the issuance of FWA Property Passes to drivers of all vehicles and individuals hand carrying packages, departing from the [REDACTED] Warehouse area has been established. This procedure will provide adequate control of property movements from the warehouse area and will insure further protection to Supply Officers for property under their supply jurisdiction.

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b. The final draft of the Property Accounting Regulations pertaining to the accountability and responsibility of Agency property, and the monetary value thereof has been concurred in by Mr. E. A. [REDACTED], Acting Chief, Supply Division and Mr. [REDACTED], Assistant General Counsel. These regulations will be available for submission to your office, upon concurrence of Mr. Edward R. Saunders, Chief, Budget and Finance Branch and Mr. [REDACTED] Chairman, CIA Property Survey Board.

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c. The following details are presently in progress:

(1) Catalog of Operational Supplies and Equipment: It is contemplated the final draft of the Operational Supplies and Equipment Catalog will be completed on or about September 15, 1948.

(2) Flow Charts: All documents effecting the Stock Record Account of Accountable Officers will be illustrated on flow charts. These illustrations will be available within a period of two months and will assist Accountable and Responsible Officers in the preparation of receiving, issue and adjustment vouchers.

(3) Loan Property File: Due to the large turnover of loan and rented property received from other Government agencies and commercial firms this office will establish property record cards for each item received. Previously this office maintained files on such property, however the establishment of property record cards will readily determine quantities of each item on hand within using activities, CIA.

(4) Office Operating Procedural Manual: The operating procedural manual for the Property Control Division has been prepared and will be reviewed by all personnel within the Property Control Division during the ensuing month. It is contemplated the final draft will be available for your approval on or about 15 August 1948.

(5) Cargo Register: The Property Control Division is nearing the completion of a Cargo Register which will establish a numerical list of all cargo numbers issued since 20 October 1946. This list will be crossreferenced with corresponding Delivery Ticket "XG" numbers and the consignee receiving the shipment.

d. During the past month the Property Control Division established a Property Utilization Schedule relative to surveying all Agency accounts to determine quantities of items which are excess to their needs. As of this date this office has surveyed all Agency Property Accounts with the exception of seven (7) which will be completed as of 2 July 1948. The total monetary value of all property transferred to stock as a result of said survey is \$16,939.81.

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25X1A9a e. Further accomplishments are indicated on the attached report which was submitted to Mr. [REDACTED], Acting Chief, Supply Division.

3. Future Plans:

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a. A procedure has been drafted relative to the establishment of a Fuels and Lubricants Account at [REDACTED] Account No. 600, [REDACTED], 25X1A6a [REDACTED]. This procedure in effect will provide a control of receipts and issues of gasoline at said account. It is contemplated the above procedure will be established on or about 15 August 1948.

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b. During the month of July 1948, this office will coordinate with Mr. [REDACTED], Acting Chief, Supply Division relative to establishing a Furniture and Equipment Repairs Account within the [REDACTED] Warehouse. The Chief, Repair Unit, Storage and Issue Section will be required to submit, in numerical sequence, copies of work orders, cross-referenced with corresponding Delivery Ticket numbers and indicate the reason for repair, i.e., fair wear or tear or fault or neglect. Work orders will be reviewed by the Property Control Division and in the event of any questionable repair jobs, rendered as such through causes other than fair wear and tear, an investigation will be conducted by this Division and the responsible individual will be instructed to submit a Survey Report, Form No. 36-18.

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c. In coordination with Mr. [REDACTED], Chief, Reproduction Division, this office will establish, under the jurisdiction of Mr. [REDACTED], Property Officer, Account No. 210, stock record cards for expendable supplies utilized for reproduction purposes. The monetary value of reproduction supplies which are physically on hand will be incorporated in the Monetary Value Report submitted monthly to your office.

d. A procedure relative to the initiation of vouchers by Responsible Officers stationed at field offices, under the jurisdiction of Contacts Branch, Account No. 10, and SO Security, Account No. 140, for supplies and equipment procured locally will be established during the ensuing month. At the present time, the Property Officers of the above mentioned accounts have not obtained any documentary evidence relative to such purchases, therefore, it is believed the above procedure will rectify this situation. This office will also coordinate with the Property Officers relative to channelling designated Responsible Officers through the Property Control Division for instructions relative to property accountability and responsibility.

4. During the month of June 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers posted.....	522
(2) Delivery Receipts Processed (Expendable).....	280
(3) Reports of Inventory Adjustment Processed.....	16
(4) Identification Control Cards Posted.....	1384
(5) Inventories.....	1

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b. Audit and Inspection Section:

(1)	Property Accounts Audited.....	1
(2)	Supply Accounts Audited.....	1
(3)	Accident Investigations.....	2
(4)	Damaged Property Investigations.....	3
(5)	Accounts Surveyed - Property Utilization.....	10
	Total Monetary Value - - \$16,939.81	

c. Clearance and Survey Section:

(1)	Survey Reports Received.....	8
(2)	Survey Reports Being Investigated.....	11
(3)	Survey Reports pending Board Action.....	10
(4)	Survey Reports Processed to the Board.....	7
	Relieved	6
	Liable.....	1
(5)	Property Clearance Issued.....	51
(6)	Property Passes Issued.....	3

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